

ASSISTANT FIRE CHIEF

(Promotional Class)

DISTINGUISHING FEATURES OF THE CLASS

This class encompasses highly responsible administrative and supervisory fire department positions, the primary duty of which is assisting the Fire Chief in planning, organizing, and overseeing all operations of the fire department, in addition to managing specific administrative functions assigned by the Chief. Employees of this class perform the duties of the Fire Chief in the chief's absence and supervise all subordinate department employees. Assistant Fire Chiefs perform public relations functions, provide for the production and maintenance of department records and reports, and provide for the general care and maintenance of equipment and supplies. The employees of this class take command of emergency scene operations until relieved by the Fire Chief. Duties of this class are performed with a high level of independence, with special assignments given and work reviewed by the Fire Chief.

EXAMPLES OF WORK

Examples listed below are illustrative only. They are not intended to include all duties which may be assigned, neither are they intended to exclude other duties which may be logical assignments to this class.

Responds to all alarms or emergency calls for which the department is answerable, either in person or through a designated subordinate. Supervises subordinate employees at the scene of an emergency in fighting fire, containing hazardous materials, rescuing persons from life threatening situations, providing emergency medical assistance, doing salvage work during the fire and overhauling after the fire. Oversees the size-up of an emergency scene, including determining the nature and extent of fire, condition of the building, danger to adjacent buildings, and source of water supply. Directs rescue, forcible entry, ventilation, overhaul, salvage, and fire extinguishment operations at the emergency scene. Takes charge of all safety procedures at the scene of a fire or emergency. Maintains communications between the fire scene and other authorized personnel, calls for assistance when needed, and relays necessary information on operations at the emergency scene by operating communications equipment. Provides for the needs of fire fighting and other emergency personnel at the scene of an incident. Delegates authority to subordinates for the more effective operation of the department when such delegation is allowed by law. Investigates the causes, origins, and circumstances of fires occurring within the jurisdiction. Secures the fire scene, collects and labels evidence of suspected arson, and assists arson investigation personnel.

Supervises department employees by inspecting the appearance of assigned equipment and subordinate personnel. Assigns work or duty areas to subordinates as well as work schedules. Approves leave for department employees. Oversees and evaluates work performance of subordinates and reviews written reports by subordinates. Discusses the performance of subordinates with superiors and writes employee evaluation reports. Resolves employee complaints and grievances and counsels employees who are experiencing work problems. Maintains discipline by counseling or recommending disciplinary action against subordinates. Promotes peace and harmony within the department by seeing that discipline is maintained.

Conducts training in basic fire fighting. Personally trains personnel by conducting classroom exercises as well as drills and evolutions. Provides informal or "on-the-job" training for new employees. Conducts training in safety, CPR, supervision, hazardous materials, inspection, and investigation.

Supervises preparation and maintenance of the records and reports of an assigned service or division by reviewing records completed by subordinates and by periodically inspecting systems and facilities for keeping the records. Prepares payroll records. Assist with the preparation of LFIRS reports. Personally completes any forms and records assigned.

Informs the public about fire department work by means of talks, demonstrations, or distribution of literature to schools, civic groups, owners and employees of public and private buildings, or any other concerned citizen. Answers questions for the public about operation of the fire department or any related areas of emergency services. Investigates complaints against department personnel and formulates a recommendation for reply to the complaint or a recommendation for action to be taken.

Supervises the general care and maintenance of fire fighting apparatus and equipment, motor driven vehicles, stations and grounds, and other related property. Supervises the care and maintenance of department communications equipment and any other specialized equipment owned and operated by the fire department. Inspects equipment, property, or operating systems after repairs to see that repairs were properly accomplished. Personally tests or directs the testing of equipment and assures that equipment meets all applicable federal, state, and local standards. Distributes supplies and equipment to department personnel as required.

Performs any related duties as assigned.

QUALIFICATION REQUIREMENTS

Unless otherwise specified, all requirements listed below must be met by the filing deadline for application for admission to the examination.

Must meet all requirements of the Municipal Fire and Police Civil Service Law, including being a citizen of the United States and of legal age.

After offer of promotion, but before beginning work in this class, must pass a physical examination, the selection and administration of which shall be authorized by the Appointing Authority, designed to demonstrate good health and physical fitness sufficient to perform the essential duties of the position, with or without accommodation.

Must possess a valid driver's license.

Must be a regular and permanent employee in the class of Fire Captain for at least two (2) years immediately preceding closing date for application to the board.

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